APPLICATION FOR PERMISSION TO PUBLISH

Montana Historical Society / Research Center
P.O. Box 201201 • Helena MT 59620-1201

Archives: 406-444-7482 • Photograph Archives: 406-444-4714

Library: 406-444-2681

Fax: 406-449-5297

Please read both sides of form; complete, sign, and return to the appropriate division of the Montana Historical Society Research Center at the above address. Applicant (Author/Producer): Phone Number: If applicant is different from payee, please attach billing information Applicant's Institution/Firm: Fax Number: _____ Address: _______ E-Mail Address: City, State/Province, and Zip/Postal Code: _____ Title of Publication/Work: INTENDED USE: (please check all that apply) DISTRIBUTION PURPOSE OF PUBLICATION

 □ Local
 □ Commercial/for Profit

 □ Regional
 □ Non-Profit

 □ One Country
 □ Other

 ☐ Advertising/Promotion Newspapers □ Non-Profit _____ □ Books ☐ Periodical(s)/Serial(s) Power Point Presentation □ CD-ROM A copy of your tax exempt certificate may ☐ Commercial/Trade Publication ☐ Television ☐ Worldwide □ Other ____ be required later ☐ Decorative Use or Display ☐ World Wide Web (site/page) ☐ Other (explain) _____ ☐ Exhibit □ Film PRINT RUN/CIRCULATION □ # COLLECTIONS/ITEMS from the Montana Historical Society Research Center to be Used (please list catalog number/negative number and title of collection or description of item where applicable; please make more copies as needed; for archival material, attach a copy of your manuscript showing use) Examples: PAC 90-87.34-2 Evelyn J. Cameron photograph of steam-driven tractor engine dragging 65 sacks of wool OH 90 Chet Huntley Interview MC 226 Evelyn J. Cameron diary entry, Jan. 13, 1893 B-9 W.W. de Lacy map of Montana, 1866 Catalog Number Description

Statement of Responsibility: I certify that the information on this form is correct and I accept the conditions of use stated below.				
Signature of Applicant				 Date
		SSION is hereby granted for one time use only— with no other rights mission is granted in accordance with the conditions listed below and		of the item(s) listed above, for the purpose(s) specified in the description of oplicable, when payment of the Use Fee is received.
Approved by Title			Date	
CONDITIONS				
1.	An Ian	rmission is for one time use only, as described on this form, with no other rights. y subsequent use — including subsequent editions, paperback editions, foreign guage editions, etc. — constitutes re-use and must be applied for in writing. additional fee may be charged for re-use.	4.	Usage fees are assessed according to type of use. Payment of this fee does not exempt the user from the credit line requirement. Usage fees will not be charged for reproductions used in the direct promotion of the book in which they are published. If a reproduction is used both inside the book and on the book jacket, however, use fees must be paid for both usages.
2.		reproductions must be credited to the Montana Historical Society Research nter and use any specific credit line provided. For photographs: with printed matter or electronic media, the photographer's	5.	Accompanying captions must indicate all changes made to the original copy/manuscript, such as significant cropping, tinting, superimposing, digital alteration, editing, etc. Any changes require prior approval by Research Center staff.
	a.	name, when provided, must be included in the credit line. The credit line must appear with the item or on a credit page, indicating the page number and the location on the page, for each item. Crediting of each individual item is mandatory in all cases.	6.	One complimentary copy of each publication or production in which an item appears must be sent to the Montana Historical Society Research Center.
	b.	For archival materials: with printed matter, a descriptive title of the item and the date, the collection name and number, and the box number and folder	7.	The user may not permit others to reproduce the item or a facsimile of it. Copies must be purchased from the Montana Historical Society Research Center.
		number must be included in the credit line. The credit line must appear with the item or on a credit page, indicating the page number and the location on the page, for each item. Crediting of each individual item is mandatory in all cases.	8.	The user may not reproduce the item in an advertisement, nor mass produce as unbound material, unless specifically authorized by the Montana Historical Society Research Center.
		Example: Letter, Aug. 3, 1889, T.C. Power Papers, MC 55, Box 21, Folder 10, Montana Historical Society Research Center, Archives.	9.	In authorizing the publication of an item, the Montana Historical Society Research Center does not surrender its own right to publish it, or to grant permission to others to do so.
	C.	With films, Power Point presentations, and video productions, credit must appear with other credits at the beginning or the end of the production. Collection, box, and folder numbers may be omitted.	10.	All responsibility for possible copyright infringement and invasion of privacy arising from use of reproductions is assumed by the user.
	d.	With display or exhibition, please credit each image within the display or exhibition area. Exemption from this requirement must be approved by the Montana Historical Society Research Center. Collection, box, and folder numbers may be omitted.	11.	User agrees to indemnify and hold harmless the Montana Historical Society, its officers, employees, and agents from and against all claims made by any person asserting that he or she is an owner of copyright. In the event of litigation, the user agrees to pay any and all attorney fees for the Montana Historical Society.
3.		th CD-ROM or website/page use, images must be reproduced at a resolution no more than 72dpi .	12.	Any exceptions or additions to the above conditions will appear on, and be considered part of, the permission form.
By MHS Staff: Fee added to Order No				Fee invoiced separately to Order No
Date use fee paid: Total use fee:				